

31 AUGUST 1995

Operations

**EXERCISE EVALUATION TEAM (EET)
POLICY, GUIDANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction states the policies and guidance to manage the Base Exercise Evaluation Team. It describes base level exercise, type, and frequency of exercises required by other Air Force instructions. It applies to the 89th Airlift Wing, AMC and AMC gained units on Andrews AFB, as well as tenants. This instruction implements:

USAF Mobility Planning

AF Participation in the Military Exercise Program

Air Traffic Control Management

Preventing & Resisting Aircraft Piracy (Hijacking)

AF Civil Engineering Prime Base Engineer Emergency Force (BEEF) Program

The Inspection System

Hostage Incident Management and Emergency Services Team Operations

The Installation and Resources Protection Program

Medical Readiness Planning and Training

Air Force Physical Security Program

The US Air Force Anti-terrorism Program

Disaster Preparedness Planning and Operations

SUMMARY OF REVISIONS

This revision changes format to comply with governing instructions, updates references, and corrects office symbols.

1. Program Objective. Exercises serve many purposes including training and evaluation of performance. The overall exercise plan must support these objectives. Even higher headquarters exercises designed to evaluate a unit's readiness must support sound training principles. Designers of exercises must constantly keep in mind the importance of providing a scenario that reinforces sound combat and tactical principles. The evaluator and staff must develop an exercise plan. These plans may be very detailed if the exercise is large scale, or they can be quite simple. Nevertheless, the same principles apply. Key considerations in any plan are the requirements of a valid evaluation, the number and types of units to be included in the exercise, and the resources needed to make the exercise meaningful. Base-wide exercises test the capability of Andrews AFB to respond and react to certain situations not normally handled on an every-day basis. They help us to respond so that when a real situation occurs we can handle it with few problems. These situations range from aircraft crash, mass casualties to increased readiness prior to a declaration of war and the mobilization of our people. Exercising these areas before they happen will ensure our proper response for the real contingency.

2. Supervision and Control:

2.1. The Host Wing Vice Commander (89 AW/CV), the Installation Inspector General, has overall responsibility and control of the exercise program and all team members.

2.2. The Exercise Plans Branch (XPI) assists the vice commander in operation, management, and administration of the Base EET program. XPI coordinates with the vice commander, unit and tenant commanders, staff agency chiefs and the respective EET evaluators, as necessary, to ensure an effective evaluation program. XPI briefs the CV and obtains approval prior to conducting each exercise. Responsibilities of XPI include but are not limited to the following:

2.2.1. Maintain an administrative file to include:

2.2.1.1. Listing of team members.

2.2.1.2. Scenario file of exercises (detailed, sequenced exercise scripts.)

2.2.1.3. EET after-action reports and replies to identified discrepancies.

2.2.1.4. Record of training and exercise participation for EET members.

2.2.2. Establish a supply account for smoke pots, ground burst simulators, smoke grenades, etc., and establish a yearly requirement IAW AFCAT 21-209. Coordinate with the unit being evaluated, they may be able to provide munitions for training.

2.2.3. Obtain and maintain exercise kit (exercise scenario, material to simulate contamination, evaluation ID, moulage kit to simulate wounds and injuries.)

2.2.4. Develop a device (badge, arm band, hat, etc.) to clearly identify EET members during an exercise.

2.2.5. Train EET members in general evaluation procedures for the functional area they will evaluate.

2.2.6. Prepare formal written report. Distribute within 15 workdays after the exercise is over.

2.2.7. Brief trend analysis of the exercise program at the quality council or Ability to Survive and Operate (ATSO) Steering Group meetings.

2.3. All 89 AW units, AMC, AMC gained and other Air Force tenants are subject to the requirement of the Air Force regulations listed previously. Other tenant commanders are encouraged to participate in these exercises in order to benefit from the involvement and expertise of other base functions.

2.3.1. Appoint unit/agency evaluators and forward a copy of the appointment letter (name, office symbol, home and duty phone number) to XPI. Evaluators should be motivated individuals who fully understand the organization and its functions for each of the areas exercised. EET evaluators should be in the grade of E-5 or higher; however, depending on the situation an especially motivated and experienced E-4, (Q-t) can be designated.

2.3.1.1. Any time a team member is deleted or added, accomplish a new letter indicating all unit EET members. Although EET members are responsible to the EET Chief, they are not “tattletales” or “double agents.” They are often, if selected carefully, sources of additional training and motivation for your unit. Select them with care.

2.3.2. The Disaster Preparedness Officer/NCOIC may not be assigned to the EET, but may assist the EET in preparing exercise scenarios. (AFI 32-4001, May 1994)

2.3.3. Organizations/units may not review, for the purposes of editing or otherwise inhibiting an EET member’s reporting of the facts and observations of an exercise.

2.4. The EET is composed of, but not limited to representatives from the following wing units:

2.4.1. Disaster Preparedness (PDD), OPLAN 355-88

2.4.2. Fire Department (CEF)

2.4.3. Public Affairs (PA)

2.4.4. Security Police (SP), OPLAN 207

2.4.5. Civil Engineering (CE), OPLANS 150-89, 1086,9534,9538,9539,9540,9544

2.4.6. Services (SVS)

2.4.7. Safety (SE)

2.4.8. Transportation (LGT)

2.4.9. Airfield Management (OT)

2.4.10. Supply (LGS)

2.4.11. Personnel (MS)

2.4.12. 89 AW Groups

2.5. Tenant Units:

2.5.1. 149 Explosive Ordnance Disposal (U. S. Army)

2.5.2. 459 AW (AFRES)

2.5.3. Federal Aviation Admin

2.5.4. Det 1 DCANG (113 TFW)

2.5.5. Det 440 AFOSI

2.6. Identify a chief writer for the scenario and exercise evaluation plan. Make sure the scenario is realistic and fits the local situation. The evaluation plan should include a review of previous evaluations, problem areas, and cross-tell reports, exercise requirements.

2.7. Identify a senior evaluator and ensure coordination with the chief writer.

2.8. EET members:

2.8.1. Should develop or obtain copies of checklists that aid in measuring the performance of the unit. Generic checklists can be obtained from XPI.

2.8.2. Expand generic checklists, to include MAJCOM or local requirements, for evaluating exercises.

2.8.3. Provide all inputs, materials, copies of checklists, etc., to XPI for inclusion into the final report.

2.9. EET Planning Conference: Determine the number of planners, trusted agents and writers needed during this conference. Determine the exact nature of the missions to be evaluated. It is very important this be explained so that the writer has time to translate the missions into scenarios.

2.9.1. Select the planners for the exercise and discuss the exact nature of the missions/OPLANs to be evaluated.

2.9.2. It may become necessary to entrust other than EET members with details of the exercise. These people, "TRUSTED AGENTS," will be given specific scenario details because of the critical nature of their organization and support. They will not release information on the exercise unless cleared by the EET Chief.

2.9.2.1. Planning and Writing Team. If additional people are needed to help the chief writer, pick them now. Obtain assistance from supervisors so they can be released from other duties allowing them to devote their time to preparing the scenario and exercise evaluation plan.

2.9.2.2. Most exercises are conducted with minimum coordination to ensure people involved (players) preplanned for the exercise. A more thorough and honest evaluation can be obtained.

2.9.2.3. Develop exercises so they resemble "the real thing." Realism means "minimum simulation" actual capabilities and limitations. The Senior Evaluator must approve requests for simulation.

2.9.2.4. Exercises are designed to help the units prepare for "real world" incidents, mobilization, etc. scenarios should vary and avoid stereotyping have not to assess exercise information.

2.9.2.5. Exercises evaluate procedures to give the wing CC a realistic assessment of his unit's capabilities. They also allow individuals and units an opportunity to train under simulated stressful conditions--"train the way you fight."

2.9.2.6. Exercises can be interrupted to conduct training. If needed, the EET evaluator will use "time-out/time-in" for this purpose. Usually this is done when a problem or uncertainty arises and a quick interjection by a supervisor or EET member is needed to point the individual or unit in the right direction.

2.9.2.7. Conduct an EET inbrief prior to an exercise to ensure all participating EET members are aware of what should be evaluated or recorded, and any needed last minute coordination.

3. Develop Exercise Evaluation Plan. Once the missions or functions to be evaluated are identified, make an initial plan indicating how the EET will set-up and run the exercise.

3.1. Decide which parts of a unit will be evaluated on each mission or function.

3.2. This process should be repeated so all evaluators and controllers know what they are going to evaluate during the entire exercise.

4. Conduct Exercise Area Reconnaissance. The planning and writing team should do a map and actual terrain reconnaissance of the area. After reconnaissance, modify the initial exercise plan so that:

4.1. Time available for the exercise is used efficiently.

4.2. The exercise or maneuver area is used efficiently.

4.3. The number of evaluators and support personnel is kept to a minimum through multiple assignments.

4.4. NOTE: This refinement of the plan continues up to the actual exercise.

5. “War-game” The Evaluation Plan. The evaluation plan should be war-gamed on a chalkboard or sand table to determine:

5.1. Most workable and logical flow of the exercise sequence.

5.2. Duration of the exercise.

5.3. Appropriate times and locations for all missions and tasks.

5.4. Minimum administrative support.

5.5. Master Events Sequence listing (MESL)

6. Write and publish the Exercise Plan.

6.1. The scenario (general situations, initial, and subsequent situations)

6.2. Control Plan (warning orders, operations orders, and fragmentary orders)

6.3. Evaluation assignments and responsibilities (training for evaluators and controllers)

6.4. Special instructions for evaluating each function or mission (opposing force or aggressor instructions)

6.5. Master event sequence listing (MESL).

6.6. Required reports (administrative instructions)

6.7. A letter of intent to conduct the exercise, may include:

6.7.1. The exercise scenario

6.7.2. Timing of events (date, time, location of exercise)

6.7.3. Communications (call signs for radios, telephone numbers, and security of scenario information/OPSEC)

6.7.4. Time and location of exercise debriefing

- 6.7.5. Evaluation checklist
- 6.7.6. Evaluator observation sheets.
- 6.7.7. Safety considerations
- 6.7.8. Copy of base photograph/grid map for area affected by exercise
- 6.7.9. Sufficient film or coordinate for photographer

7. Brief Evaluators and Controllers.

- 7.1. Construct a folder for each exercise when necessary. Items may include:
 - 7.1.1. Current checklist
 - 7.1.2. Administrative materials
 - 7.1.3. EET identification
 - 7.1.4. List of ground rules and exemptions
 - 7.1.5. Base grid maps and overlays
 - 7.1.6. Scenario or sequence of events
 - 7.1.7. Input cards, scenario drivers
- 7.2. The briefing should include the following topics:
 - 7.2.1. Duties and responsibilities.
 - 7.2.2. Evaluation philosophy/goals
 - 7.2.3. Friendly and opposing force weapon employment techniques and effective ranges
 - 7.2.4. "Rules of Engagement"
 - 7.2.5. Casualty assessment rules
 - 7.2.6. Overview of exercise (see letter of intent)
 - 7.2.7. Terrain reconnaissance
 - 7.2.8. Walk-throughs of each mission and task evaluation
 - 7.2.9. Opposing force training

8. Conduct and evaluate the Exercise. Evaluate only the tasks, conditions, exercise plan. Checklists are used as an aid to the evaluator to ensure all accomplished.

9. Provide Diagnostic Feedback to the Commander of the Unit Exercised.

- 9.1. Brief the Airfield Manager (OT) or Air Traffic Control (FAA/ATC) supervisor for any exercise that involves an ATC facility or airport movement area. Provide only essential information to protect scenario security considerations. The ATC watch supervisor may, if necessary, interrupt an exercise if it interferes with recovery of emergency aircraft. Essential information includes:
 - 9.1.1. Actual

9.1.2. Time

9.1.3. Affected area

9.1.4. ATC facility involvement

9.1.5. Advise the fire chief 30 minutes prior to the start of an exercise that involves the fire department. Ensure emergencies do not exist and the exercise does not prevent the fire fighters from supporting other mission requirements. Schedule an EET outbrief after completion of the exercise; to compile all observations, all problem areas, procedural or other problems degrading readiness.

9.1.6. Evaluators should orally critique the unit's strengths and weaknesses on the task evaluated. If possible, this critique immediately follows the conduct of the task exercised.

9.1.7. Evaluators notes (turned in at outbrief) should provide a brief explanation of the weaknesses observed. Identify the unit, work center, exceptional performer (if any), function evaluated and findings.

10. Report on all Exercises Conducted. Assign responsibility for corrective action; and monitor the problem to ensure lasting corrective action is applied.

10.1. Exercise reports are privileged documents, not releasable without Secretary of the Air Force approval. Mark as such.

MONROE S. SAMS, JR.
Brigadier General, USAF, Commander

Attachment 1**EXERCISE INSTRUCTIONS/PAMPHLETS & FREQUENCIES**

REQUIREMENT	REFERENCE	FREQUENCY
Attack Response Exercise (main base)	AFI 32-4001 para 5.3.2	1/Yr
Attack Response Exercise (deployers)	AFI 32-4001	1/Yr
Chemical Attack Response EX (deployers)	AFI 32-4001	1/Yr
Major Accident Response Exercise	AFI 32-4001	1/Qtr
MARE w/ Conventional Munitions	para 5.3.1	1/Qtr
MARE w/ Nuclear Weapons	5.3.1	1/Yr
MARE w/Industrial Chemicals HAZMAT	5.3.1	1/Yr
MARE w/Mass Casualties	5.3.1	1/Yr
MARE After Duty Hours	5.3.1	1/Yr
MARE OffBase	5.3.1	1/Yr
Natural Disaster Response Exercise	AFI 32-4001 Para 5.3.3	1/Yr
Aircraft Hijacking Exercise	AFI 13-207 AFI 10-204	1/Yr Semi-annual
Emergency Services Team (w/CAT..)		Semi-annual
Hostage Negotiation Team (w/CAT..)		Semi-annual
Terrorist Defense (OPLAN) Exercise	AFPAM 31-211	Semi-annual
HNT EST		Semi-annual
Mobility Planning/Processing Exercise	AFI 10-403	1/Qtr

All tasked UTC's exercised at
least

1-2e

Annual

Security Education and Motivation

AFI 31-101V1

As Required

NOTE:

The Andrews AFB Exercise Evaluation Team will conduct exercises based on the calendar year cycle. That is, exercises required "once per year," "every 12 months," "each 12 months," and "each year," and annually will be conducted at least once within the calendar year, regardless of the anniversary date of the exercise in the prior year. Similarly, exercises required "once every 6 months," "two per year," and "semi-annually" will be conducted at least once during the calendar periods Jan-Jun and Jul-Dec. A major accident response exercise will be conducted at least once every three calendar months, regardless of the anniversary date of the exercise in the previous year or three-month period.

Attachment 2**ATTACK RESPONSE EXERCISE**

ARES enough in advance to allow

EXERCISE REQUIREMENTS

(ARE) (MAIN BASE), AFI 32-4001 para 53.2, OPLAN 355-88. Schedule participation by the base populace and individual mobilization augmentees. Conduct an ARE consistent with the threat in the following frequency:

- Installations in other than high threat areas (HTA), conduct at least one ARE per year. Andrews and other CONUS bases are not HTAs.
- Units with mobility commitments to HTAs, conduct one additional ARE (for mobility personnel only) once each 12 months based on the threat in the deployment area.

CHEMICAL ATTACK RESPONSE EX (DEPLOYERS) AFI 32-4001 para 53.2, OPLAN 355-88 AMC units and AMC-gained reserve with mobility commitments to chemical warfare (CW) threat areas conduct a chemical attack response exercise (CARE) (for mobility personnel only) once each 12 months (every 24 months for ANG units).

When possible, CARES are done as part of the OB/FOB operations during local operational readiness evaluations (ORES.) Mobility personnel are evaluated on their ability to wear CW ensembles, use antidotes (including pretreatment drugs for flying personnel), decontamination kits, and M8 paper/M9 tape and perform mission tasks in a simulated CW environment. Exercise objectives must focus on attack warning reactions, use of individual protective equipment, and demonstrated effectiveness of CW defense task qualification training. A formal report is required to document results of CARES.

MAJOR ACCIDENT RESPONSE EXERCISE, AFI 32-4001, para 5.3.1, OPLAN 355-88
Conduct a MARE at least once every three-months.

MARE W/CONVENTIONAL MUNITIONS, AFI 32-4001, para 5.3.1, OPLAN 355-88
Conduct a MARE involving conventional munitions, once every 12 months is mandatory.

MARE W/NUCLEAR MATERIAL, AFI 32-400 1, para 5.3.1, OPLAN 355-88
Conduct a MARE involving nuclear material, one exercise a year is mandatory at initial response bases. Andrews AFB is an initial response base.

MARE W/INDUSTRIAL CHEMICALS, AFI 32-4001, para 5.3.1, OPLAN 355-88
An accident involving chemical weapons or agents or industrial chemicals is mandatory every 12 months if (a) A unit on the base is tasked by war or contingency plans to receive or assume an operational role using chemical weapons or agents or (b) Requested by &e hazardous spill team chief.

MARE W/MASS CASUALTIES, AFI 32-4001, para 5.3.1, OPLAN 355-88

A mass-casualty exercise involving the DRF must be conducted once every 12 months and may be included as part of the fulfillment of the above exercises.

MARE AFTER DUTY HOURS, AFI 32-4001, para 5.3.1, OPLAN 355-88 One MARE every 12 months should be conducted off base. Coordinates with local civilian authorities. Consider conducting joint off-base exercise with other emergency response agencies (e.g., city, county, state and other DOD.)

ACTUAL DCG/DRF RESPONSES: AFI 32-4001

Response to actual major accidents may fulfill requirements of any exercise if it meets specific exercise objectives, and sufficient documentation is maintained to summarize response of the DRF, to identify problems/lessons learned, and to solicit response from appropriate agencies for corrective action as required.

NATURAL DISASTER RESPONSE EXERCISE (NDRE), AFI 32-4001, para 5.3.3, OPLAN 355-88

Installations identified as being subject to catastrophic natural disasters (hurricanes, earthquakes.) must conduct a NDRE of that type natural disaster once a year. All other installation personnel must evaluate their capability to respond to a natural disaster each year. This evaluation must consist of a review of the items shown below for the type of natural disaster most likely to occur in the area of the installation.

NDRE requirements: Planning, base warning signals, reporting procedures, aircraft evacuation, individual protection, resource protection, information systems, military support to civil authority and civil disaster relief, recovery.

AMC FURTHER REQUIRES, para 5-2b, MAC SUP 1: Do not include civil contract aircraft and aircraft assigned a AMC mission number in exercises. Movement of other aircraft within the cordon is simulated; however, bases must demonstrate an evacuation capability by dispatching taxi crews/hooking up/towing equipment for the period of time required to move the aircraft from the cordon.

AIRCRAFT HIJACKING EXERCISE, AFI 13-207 - OPLAN 9457: Conduct at least one annual hijacking exercise, as well as annual training for appropriate personnel, i.e., disaster response forces, negotiators, wing and base commanders, and law requirements. Provide notification of all hijack exercises to DIRNSA, by message five frequencies if known, brief general scenario. Info AMC/DOT. **AMC REQUIRES**: Conduct an anti-hijack exercise at least once every six months.

EMERGENCY SERVICES TEAM (EST) (w/CAT...), OPLAN 207: Exercise the EST in conjunction with the key command elements and the base supporting agencies at least semiannually. The EST should also exercise independently, at least quarterly, to maintain proficiency.

HOSTAGE NEGOTIATION TEAM (HNT) (w/CAT..), OPLAN 207: Exercise the HNT in conjunction with the key command elements and the base supporting agencies at least semiannually. The HNT should exercise independently, at least quarterly, to maintain proficiency.

CONFRONTATION MANAGEMENT EXERCISE, OPLAN 9462 (VOLANT ORDER): Conduct evaluations of base plans and training at least annually. Testing of all procedures and capabilities for confrontation control must meet the particular needs of each installation as determined by the installation commander and Resource Protection Executive Committee. Exercises should be based on a developed situation and follow a detailed scenario that tests all facets of the plan to include all tasked agencies.

MOBILITY PLANNING/PROCESSING EXERCISE, AFI 10-403/MACSUP 1, para 1-2e, BASE MOBILITY PLAN: Conduct and document a mobility exercises at least quarterly. Ensure all OPLAN tasked UTCs are exercised at least once annually. AIRES and ANG units will conduct a full-scale exercise annually. Whenever possible, conduct mobility exercises in conjunction with tactical unit rotations or HHQ directed exercises. Host units are encouraged to accommodate AIRES and ANG unit training assembly (UTA) schedules.

BASE RECEPTION PLANNING, AFM 10-401 - OPLAN 150: This plan addresses AMC requirements to support contingency operations.

SECURITY EDUCATION AND MOTIVATION, AFI 31-101V1 - OPLAN 207: Conduct wing security education and motivation exercises to evaluate program effectiveness. Use security police as adviser's and scenario developers. Ensure all work shifts are evaluated. Coordinate SEM exercises with security police and command post prior to initiation.

Attachment 3**GROUND RULES**

89TH AIRLIFT WING

EXERCISE GROUND RULES

31 AUGUST 1995

A3.1. The following exercise ground rules and simulations apply to all exercises conducted by the Andrews AFB Exercise Evaluation Team (EET). Sources for this information are, AFI 32-4001, Disaster Preparedness Planning and Operations, as supplemented; and local inputs.

A3.2. No listing of ground rules can cover every situation. When a situation not covered by this document arises, the affected agencies will submit an AMC Form 188 to the EET Chief or IG Team. Chief Individual EET or IG inspectors will not approve requests for simulation unless safety, security, or expenditures of time/resources are unwarranted as determined by the CAT.

A3.3. EXERCISE SAFETY AND SECURITY:

A3.3.1. If a potential safety or security violation is observed, take immediate action to prevent injury to personnel, release of classified information, or damage to equipment. Should a/an actual accident occur, or if any person is injured during an exercise, any inspector may terminate or delay the entire exercise and give necessary aid. Preface any radio or telephone transmission with "THIS IS AN ACTUAL EMERGENCY." If an actual emergency develops while an exercise is in progress, the EET/IG team chief may delay or terminate the exercise.

A3.3.2. To avoid inconveniencing tenant units sharing large facilities, such as Building 1535, demonstrate threat condition (THREATCON) security measures by controlling a portion of building entrances.

A3.3.3. Exercising stop-check-pass procedures at the base gates for extended periods of time is not prudent due to traffic congestion. Demonstrate capability when required, until released by the crisis action team (CAT).

A3.3.4. During resource protection exercises, EET or IG perpetrators will obey all orders of the responding force. The perpetrators will not in any way openly display simulated weapons or use them in a threatening manner toward anyone. They will not take any threatening action toward responding security police, or attempt to flee from, struggle against, or otherwise actively evade the responding force. Exercise scenarios will be carried through to their logical conclusions unless otherwise directed by the inspector or evaluator.

A3.3.5. Controlled area penetrations. Attempts by EET/IG members to penetrate controlled access areas will be terminated at the evaluator's discretion. Once detained, the penetrator will present a valid ID card to identify himself. Exercise participants will then comply with evaluator termination instructions. The event will not be terminated until the objectives have been accomplished or the evaluator deems it necessary.

A3.3.6. Entry authority lists must be used for unescorted entry to controlled areas. The lists contain the name, rank, SSAN, and security clearance of authorized individuals. IG, EET, and controlled area

badges for other areas or name tags do not, by themselves, constitute authority to enter controlled areas or gain access to classified information.

A3.4. EXERCISE PARTICIPATION:

A3.4.1. All contract personnel will be exempted from exercise participation, except when required by contract. Service or construction projects will not be required to “stop work” due to an exercise scenario. All Department of the Air Force (DAF) civilian personnel are required to participate unless excused. All civilian overtime pay is at the discretion of the Wing Commander. Normally essential personnel will respond during non-duty hours. For all others, during non-duty hours, the recall will be implemented, but they will not respond, unless specifically directed.

A3.4.2. Dependents and other nonparticipating personnel should use discretion in their activities so that interaction with duty personnel will not detract from the exercise. Voluntary participation by on-base dependents is encouraged.

A3.4.3. Base Exchange and commissary are not required to close; however, the staff must take appropriate action during any exercise directly involving their organization; for example, a resource protection exercise.

A3.4.4. The child development center will be excluded from all exercise activities. However, the staff must be prepared to brief an evaluator on actions they would take if so required and take all preparatory actions.

A3.4.5. Training requirements, which require temporary duty attendance or expenditure of funds by other organizations, will be exempted from exercises. Promotional and other type testing will also be exempted.

A3.4.6. Medical/Dental care. Direct patient care will not be interrupted during exercises. Medical and clinic personnel, not directly involved with patient care, will respond to exercises.

A3.4.7. Military court, court-martial and Article 32 proceedings will be conducted as usual. They must be coordinated with EET/IG inspectors.

A3.4.8. Exceptions to the above guidelines

A3.5. EXERCISE BOUNDARIES. The following areas/buildings are out-of-bounds for exercise play:

A3.5.1. All tenant areas and facilities (in Bldg 1535, tenants will be individually identified.)

A3.5.2. Presidential ramp and hangar area.

A3.5.3. SENEX

A3.5.4. MYSTIC STAR (Presidential Radio)

A3.5.5. AUTODIN Switching Center

A3.5.6. Munitions Storage Area

A3.5.7. All distinguished visitor areas including DV lounge (Bldg 1245) DV quarters (Bldgs 1349, 1350, and 1351) and 89 Protocol offices (Bldg 1535).

A3.6. ALERT AND RECALL:

A3.6.1. Do not recall people from leave or TDY. Recall messages will be prepared but not transmitted. Ensure the messages are marked "NOT FOR TRANSMISSION" in the special interest section of DD Form 173/2 or the handling instruction area of a Sarah Lite produced message. Personnel on leave or TDY in the local area., who could have been recalled during an actual contingency, will not be counted as a shortfall. These people may be simulated as present and processed by mobility officer/NC0 during the mobility exercise. If this is done, identify each individual as "SIMULATED" on the mobility orders. Simulate the recall of IMA personnel by actually telephoning the individual, stating that this is a simulated IMA recall. Obtain all the required information from the individual but do not recall the individual to Andrews.

A3.6.2. Do not recall personnel exempted from exercises.

A3.6.3. Do not recall personnel in crew rest. During personnel reporting, squadrons will count these individuals as present for duty.

A3.7. MOBILITY:

A3.7.1. The following actions should be simulated during mobility exercises for those teams not actually deploying. However, the base must demonstrate the capability to perform these actions:

A3.7.1.1. Movement and issue of in-flight lunches.

A3.7.1.2. Simulate the movement of drugs and narcotics by using representative cards or props which demonstrate procedures.

A3.7.1.3. Authenticating of Special Orders. Orders or certified true extract copies of orders published for exercises, which will not require actual TDY, will not be authenticated or dated, but all other information will be included. (Exercise orders prepared in accordance with this paragraph, do not require revocation because, being unauthenticated, they are invalid.)

A3.7.1.4. Actual extension of personnel for TDY retainability will be simulated. Capability will be demonstrated by preparing all required paperwork without authentication or certification.

A3.7.1.5. Preparation and issue of DD Form 2AF (ID Card) will be simulated only for individuals directed by item (4) above. Capability will be demonstrated by preparing a laminated 2" by 3" card which will include the individual's name, rank and new expiration date.

A3.7.1.6. Actual airline tickets will not be prepared or distributed for individuals traveling via commercial air. Capability will be demonstrated by preparing a memo government transportation request (GTR) for each team (or teams if same destination.) The GTR will be provided to the team chief or troop commander by the APT briefer during the troop commander briefing.

A3.7.2. Deploying team members and equipment, once deployed or simulated as deployed, will not be used in subsequent exercise play. Those personnel will be released to their duty stations quarters but may not participate in exercise scenarios unless approved by the EET/IG. Equipment identified for deployment will be set aside.

A3.7.3. If the equipment is to be physically moved to other base agencies, this movement will take place.

A3.7.4. Use actual cash during actual deployments. Use simulated cash during exercises not involving actual deployment. Simulated cash may be in any appropriate form; for example, "play money," discarded machine cards annotated with dollar amounts, etc. f

A3.7.5. Medical records will be pulled, boxed, and delivered to the APT, but will not be deployed.

A3.7.6. The movement of small arms and ammunition will be simulated. Empty boxes simulating ammunition will be marshalled but not deployed. All paperwork will be accomplished and safeguarding procedures followed.

A3.7.7. Personnel substitutions or backfills should be MW AFR 28-4 unless otherwise specified in the deployment order. Exercise initiated actual deployments are considered peacetime exercises.

A3.7.8. Each station on the mobility processing line will maintain a list of errors identified. The list will include name, line number and organization. Provide a copy of the list, along with two copies of orders and the mobility requirements resource roster (MRRR) to the EET/IG inspector upon completion of processing.

A3.7.9. Equipment Management Element (EME) will request a IRB581 be processed by computer operations to generate the predeployment review listings and IED flat file images. The file is downloaded to EMEs personal computer (PC). EME will produce a PC generated deployed equipment listing to simulate the IED deployed documents.

A3.7.10. After cargo has been in-checked and is accepted by the air cargo terminal, EET/IG may inspect the cargo. At the end of each day (or as requested by the EET/IG member) give the EET/IG the AMC Form 68 and all associated documentation (DD Forms 1387-2, passenger manifests, load plans, etc.).

A3.7.11. Provide the EET/IG logistics plans inspector a copy of all required messages to be released during the course of the exercise. Do not transmit the exercise messages; mark messages "NOT FOR TRANSMISSION." Also, provide information from the DCC/TCU charts and events log immediately after completion of the exercise.

A3.7.12. If tasking requires, mobility C and E bags will be issued, but also will be retrieved before personnel leave the issue area. Mobility C and E bags will not leave the warehouse area for exercises. For the purpose of the exercise, pallets required for these bags will not be placed on schedules of events or load plans.

A3.8. BUILDING EVACUATION. Units must be able to show capability to evacuate their buildings in a timely and orderly manner. The following exemptions apply:

A3.8.1. Tenant units jointly occupying wing facilities.

A3.8.2. 89th AW Command Post (Bldg 1535). The following personnel may remain behind during evacuation exercises:

A3.8.2.1. One special air mission (SAM) controller to safeguard COMSEC and handle real world SAM missions and provide interim coverage of Phoenix Banner/Silvers, air evacuations, an OSA missions until the alternate CP is operational. Command Post personnel will simulate the zeroizing process of COMSEC equipment for inspectors.

A3.8.2.2. One maintenance airlift control center (M/KC) controller.

A3.8.2.3. One air terminal operations center (ATOC) controller until alternate ATOC becomes operational.

A3.8.2.4. 89th Supply Squadron (Bldg 3066): One person to monitor the supply data automation center.

A3.8.2.5. 1st Helicopter Squadron (Bldg 1914): Two people for command and control.

A3.8.2.6. All base medical facilities.

A3.8.2.7. Base operations dispatch desk.

A3.8.2.8. Telephone switchboards.

A3.8.2.9. Dining facilities, courtroom proceedings, religious services, promotion testing and academic classrooms.

A3.8.2.10. Munitions storage areas.

A3.8.2.11. Security police and law enforcement control points.

A3.8.2.12. All commercial facilities, i.e. bank, commissary, base exchange, etc.

A3.8.2.13. Autodin switching center (ASC) (Bldg 1558).

A3.8.2.14. Base Comm Center (Bldg 1558). Two people to avoid zeroizing equipment and to maintain TPI over COMSEC materials. Individuals must be able to explain what the proper procedures for complete evacuation would be.

A3.8.2.15. Presidential Radio (Bldg 1558).

A3.8.2.16. Global Radio (Bldg 1558).

A3.8.2.17. Base Data Center (Bldg 1414).

A3.8.2.18. Two people for SAM passenger service.

A3.8.2.19. One officer and one enlisted person in current operations (maintain control of SAM fleet for real world contingencies.)

A3.8.2.20. Logistics support squadron (Bldg 1280). One person to monitor the core automated maintenance system (CAMS).

A3.9. AIRCRAFT DISPERSAL:

A3.9.1. Aircraft on the normal daily flying schedule may be used. Required crews will be briefed and assigned an aircraft tail number. This satisfies exercise requirements. Actual launch is not required.

A3.9.2. Maintenance should complete all actions up to the point where teams and equipment are prepared to leave the base. Dispersal requires deployment of start carts and generators. For exercise purposes two of each will be loaded to demonstrate capability (must coordinate the use of aircraft ahead of time.) The EET/IG inspector will inspect the unit, equipment and associated paperwork. Actual dispersal is not required. (NOTE: Equipment and personnel simulated/dispersed cannot be used in further exercises until the exercise is complete.)

A3.9.3. If a vehicle or equipment must be rented, prepare the necessary paperwork for presentation to the inspector.

A3.10. SHELTERS:

A3.10.1. Shelters will not be exercised other than to identify management teams for each. Shelter equipment, plans, checklists, shelter stocking procedures and everything necessary to activate and operate shelters are to be identified and ready to go should the need arise.

A3.11. COMMUNICATIONS:

A3.11.1. Begin and terminate all “EXERCISE, EXERCISE.” exercise inputs, reports and other communications with “EXERCISE.”

A3.11.2. All message traffic will be prepared but not transmitted, unless required. A copy of all incoming and outgoing exercise messages must be maintained in a separate folder for review by the EET/IG team.

A3.11.3. Communications outages will cause minimal disruption or be simulated.

A3.11.4. Communication with off base agencies or individuals will be simulated unless prior coordination has been made or mutual support agreements provide for exercise communication. However, correct telephone numbers or other means, of contact must be readily available.

A3.11.5. Use T 0 1 IN-20-1 1 line numbers in communications during nuclear accident scenarios.

A3.11.6. Breach of communications security classified information by non-secure means.

If in doubt, don't attempt to talk around or convey

A3.12. COMPUTER AND UTILITY OUTAGES:

A3.12.1. Computer outages will be simulated for exercises.

A3.12.2. Identifying the cutoff points and dispatching personnel to touch the controls will simulate cutoff of base utilities. EXCEPTIONS: Facilities with a backup power source must be prepared to put the alternate source on line and operate the facility on alternate power.

A3.13. VEHICLES:

A3.13.1. All vehicles will obey posted speed limits and traffic control devices.

A3.13.2. Emergency vehicles will use warning lights but not sirens when responding to an exercise. EXCEPTION: Do not use warning lights or sirens when responding to off-base exercises.

A3.13.3. Fire vehicles must follow AFR 92-1 guidance.

A3.13.4. Use vehicle mounted sirens to announce simulated emergency withdrawal from an accident site.

A3.14. TRANSPORTATION:

A3.14.1. Vehicle sheltering: when vehicle sheltering is called for, vehicle maintenance will not move vehicles “in for maintenance” out of* the shop to make room for sheltered vehicles. Vehicles needing sheltering will be sheltered until max capacity is reached.

A3.14.2. Class A & B explosives: Movement of Class A & B explosives will be simulated. Capability to move these items will be demonstrated, but movement from the ammo storage area will not occur during exercises unless otherwise directed.

A3.14.3. When government vehicles simulate commercial vehicles review will be limited to: loading, tie-down, vehicle inspections, all required documentation, vehicle placarding and contacting MTMC for routing and eligible carriers IAW Sup 1 to AFR 28-4 (NOTE: If the vehicle actually moves, it is subject to applicable safety regulations.)

A3.14.4. If a government vehicle is planned for actual long-haul movements, it is subject to the review for all the above listed areas and for the presence of road kits, fire extinguishers, routing authority for hazardous cargo, and trained drivers. P

A3.14.5. If no vehicles are available, the cargo is subject to examination. This will include all documentation normally provided the driver (DD Form 1907, DD Form 836 and DD Form 626).

A3.15. MEDICAL SIMULATIONS:

A3.15.1. Personnel or mannequins, wearing moulage or index cards indicating vital signs and extent of symptoms/injuries will simulate casualties.

A3.15.2. Bandages and splints will be used, but use of other medical supplies, i.e., needles, drugs, pharmaceuticals, etc., will be simulated. Supply items which would be required for use will be placed with the patient, and their use demonstrated. Unless damaged, opened, or contaminated, these items may be conserved for future use. The issuance of pharmaceuticals will be simulated.

A3.15.3. Medical treatment will be simulated by demonstration of required procedures and by allowance for the amount of time which would be required to complete the procedure. For example, if IV insertion, taping, etc., requires five minutes, then five minutes of exercise play will be allotted to simulate accomplishment.

A3.15.4. CPR will be simulated. However, personnel simulating the accomplishment of CPR will be certified as currently trained to the required level of proficiency.

A3.15.5. Gloves will be worn during the triage and treatment of patients. However, the requirement to change these gloves between patients will be simulated.